Elementary Meeting Notes

1. Checkout Policy for Elementary School Sites
   1. K-3 Checkout
      1. Books will be checked out to the classroom
         1. Classrooms will have a naming convention in Destiny
            1. School Code
            2. Room #

Room number should be double digits

Example: PVroom01

PV = Plaza Vista School Code

roomXX where XX is always two digits

* 1. 4-6 Checkout
     1. Books will be checked out to the student
        1. School sites may have different delivery systems as there options:
           1. Media Tech goes to the classroom

Uses Wireless scanner

Uses Pre-made scan sheet with student ID and barcodes

Goes to desk to desk to check out material

* + - * 1. School site may have a dedicated day where:

Before school checkout via a registration process

Or classes come to the Media Center for checkout of material

1. How to handle Receiving and Distribution of textbook and consumables at the School Site from the warehouse:
   1. Mark Sontag is developing a list of people who are responsible for receiving the material from the Warehouse at the School Site.
   2. Any material that is received at a School Site that is a textbook or consumable should be scanned into Destiny.
      1. Even if the Warehouse or other site indicates they have done a transfer or have scanned the material into the receiving site.
         1. This will ensure a quality check even if this process has been done before.
   3. A How-To has been created is located on the IUSD Library Web Site
      1. <http://library.iusd.org/index.php?option=com_content&view=article&id=253:how-tos-for-textbooks-in-destiny&catid=127:how-tos&Itemid=162>
2. Errors from Warehouse to School Sites
   1. Several schools have reported that errors are occurring in the shipments from the warehouse to the school site.
      1. Possible Solution
         1. Create a Standard ordering form for schools to use for ordering.
            1. This can be web based or paper
         2. The order form will include
            1. Price
            2. ISBN
            3. Title
3. Student Returns
   1. If a student leaves their school, all materials should be returned to the site.
      1. Even if a student is transferring to another school site within the district, the material is returned to the original site where the material was received.
4. RTI Material
   1. RTI, in general, will not be barcoded as the material may have been purchased with funds outside of school funds. (Teacher Purchase, PTSA Purchase for Teacher, etc.)
   2. This area needs additional discussion
5. Calendar Items for Future Meetings
   1. November
      1. Computer Media Techs
         1. IUSD Technology Skills Charts

Time to revisit and Revise

* + 1. Library Media Techs
       1. Book Vendors
       2. Book Selections
       3. Textbook Checkout Procedures
          1. Additional Discussion
  1. December
     1. LanSchool Training
        1. This is the only event scheduled.
        2. Training done by Kris Linville.

This ends the notes of October 17, 2011